



DEPARTMENT OF DEFENSE

National Security Personnel System (NSPS)

Guide to Processing Personnel Actions Supplement





Introduction to the NSPS Guide to Processing Personnel Actions Supplement

This supplement is used to process actions for DoD employees covered by NSPS. The guidance provided in this supplement is to be used in conjunction with the U.S. Office of Personnel Management's Operating Manual, *Guide to Processing Personnel Actions (USOPM GPPA)*, the DoD Civilian Personnel Manual (CPM) NSPS Chapter 1900, and other applicable regulations and guidance, including instructions related to DCPDS processing. NSPS introduces new Nature of Action Codes (NOACs) and Legal Authority Codes (LACs), and modifies the clear text of some current natures of action and legal authorities. This introduction is designed as a "stand alone" reference to be placed at the beginning the USOPM GPPA; users may file the supplemental material in a manner they find practical (i.e., within the applicable chapter or as a complete separate reference document. Personnel actions for non-NSPS employees will continue to be processed using the USOPM GPPA only.

This guide contains:

- This introduction and the following attachments
 - Attachment 1 - GPPA Chapter/NSPS Supplement Comparison
 - Attachment 2 - Remarks/Remarks Codes
 - Attachment 3 - Employee Conversion When Organization Becomes Covered by NSPS
 - Attachment 4 - NSPS Conversion - Things to Consider
 - Attachment 5 - Conversion Paysetting Guidance
 - Attachment 6 - Determining the Last Equivalent Increase
- A flysheet for each USOPM GPPA chapter explaining changes to the chapter, if any; and
- Replacement tables, figures, job aids, as applicable.

Flysheets provide general policy, guidance, or instructions for each chapter. They include modifications, deletions, and/or replacements that are being made to that chapter, if any, and disposition instructions. Some flysheets may also contain notes to the user about NSPS procedures that impact that particular chapter. These notes are not a substitute for becoming knowledgeable about the NSPS Federal Register Notice (FRN) and CPM NSPS Chapter 1900, but rather to provide useful information that may be of particular interest when processing actions in accordance with the chapter.

For ease of reference when processing personnel actions for NSPS employees many USOPM GPPA tables, figures, and job aids have been replaced in their entirety with a NSPS table. Note that on the NSPS tables, current USOPM rules, in addition to rules that have been developed for NSPS, are included on the NSPS table. For example, the NSPS supplement Table 9-A., "Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles", will be used to process an appointment of an NSPS employee who is or has been within reach on a certificate of eligibles, rather than the current GPPA Table 9-A in the *USOPM GPPA*. The NSPS tables are clearly marked.

Existing *USOPM GPPA* tables, figures, and job aids that still apply to NSPS covered employees are not replaced. For example, Table 10-C., "Provisional Appointment NTE (date)", still applies and should be used for processing an appointment for an NSPS employee who is being given a Provisional Appointment NTE under NSPS. Other *USOPM GPPA* tables still apply to NSPS covered employees but have only slight modifications made to a rule or rules on the table. In these cases, the table was not completely replaced; instead, the modifications are described on the



flysheet for the chapter. These changes should be annotated on the existing table as "pen and ink" changes.

Some *USOPM GPPA* tables do not apply to NSPS covered employees and will not be used when processing actions under NSPS. For example, Table 14-I., "Position Change Actions in the Competitive Service", and Table 14-J., "Position Change Actions in the Excepted Service", are not used because these actions pertain to employees on grade retention. Grade retention is not a feature of NSPS. Similarly, Table 17-C., "Pay and Step Changes Under Prevailing Rate Systems", is not used; however, when DoD FWS employees become covered by NSPS at a later date, this table will be replaced with an NSPS table.

Attachment 1 provides a quick reference to help determine which *USOPM GPPA* chapters are retained in their entirety and which tables, figures, and job aids or other material in the remaining chapters have been replaced or modified, or should not be used.

Several new remarks have been developed to document NSPS actions. In addition, some existing *USOPM GPPA* remarks have been modified by OPM for use on a government-wide basis to make them more useful to agencies in a pay banding environment. *Attachment 2* provides a consolidated list of these remarks/remarks codes additions and modifications. This attachment also lists remarks/remarks codes that are not used under NSPS (either because they are not applicable under NSPS or they have been modified into an NSPS specific remark).

NSPS uses several LACs that are also used in the existing system (e.g., GS) but, when processing a NSPS action, a different legal authority (NSPS regulatory citation) must be reflected.

Consequently, the NSPS legal authorities for these LACs need to be manually inserted. These LACs are:

C1M	L9M	VAA
DBM	MEM	VAB
DFM	M6M	VHJ
DKM	N2M	VWR
KQM	N3M	V9B
KTM	N6M	V2J
KVM	N8M	V7J
KXM	PTG	V8J

Additionally, two LACS specific to NSPS require manual insertion of the legal authority: Z5X and Z6G.

Attachment 3, 4, and 5 contain specific information related to processing conversion actions. Conversion information will generally be applicable only in the early years of NSPS implementation when DoD activities are "spiraled" into the system. While the vast majority of conversion actions will be accomplished in a mass fashion through the automated personnel/payroll systems, there may be some manual intervention that will be necessary, a need to process an individual conversion action, or a correction to a conversion action might be required. Information in *Attachment 3* is designed to provide general conversion guidance. *Attachments 4 and 5* provide more detailed DCPDS system guidance.

Attachment 6 provides assistance on determining the last equivalent increase date/amount for an employee leaving the NSPS and moving to a GS/FWS position.



Finally, the following general rules/information pertains to processing personnel actions for NSPS covered employees:

- The terms "GS" and "grade level" are not applicable to NSPS; the terms "career group", "pay schedule", and "pay band" are introduced.
- "Steps" are not applicable to NSPS.
- The term "full performance level" is now "full performance band".
- Managerial probationary periods do not apply under NSPS. First time supervisors are required to serve a supervisory probationary period under NSPS.
- Career conditional (competitive service) and conditional (excepted service) appointments do not apply under NSPS.
- Trial periods do not apply under NSPS. Competitive and excepted service employees serve "probationary" periods.
- Grade retention does not apply under NSPS.
- Pay retention is limited to two years, except for employees assigned pay rate determinant "R" - see Table 4.C., Chapter 4, of this *Supplement*.

Please note that while every effort has been made with this supplement to identify and update material in the USOPM GPPA to make it consistent with NSPS, retained material may contain references to terminology not used in NSPS (e.g., change to lower grade, within-grade increase, GS grades, etc.). Care should be taken to always use the GPPA in a manner consistent with the NSPS FRN and implementing issuances.

Suggestions or comments, including requests to update information contained in this supplement, may be directed to:

Civilian Personnel Management Service
1400 Key Blvd
B200
Arlington, VA 22209-5144

website: <http://www.cpms.osd.mil/fas/index.html>



Attachment 1

GPPA Chapter/NSPS Supplement Comparison

Chapter	Title	Action (See note at end of this table)
Chapter 1	The Guide To Processing Personnel Actions	
Job Aid	Getting Ready to Process Personnel Actions	Retained
Job Aid	Instructions for Processing Personnel Actions	Retained
Job Aid	How to Use a Decision Logic Table	Replaced
Chapter 3	General Instructions for Processing Personnel	Retained
Chapter 4	Requesting and Documenting Personnel Actions	
Job Aid	Standard Form 52, Request for Personnel Action	Retained
Job Aid	Standard Form 50, Notification of Personnel Action	Retained
Job Aid	Comptroller General (CG) Decisions Concerning Effective Dates	Retained
Job Aid	Instructions for Completing the SF 50 and for Completing Part B (blocks 1-39), C, E, and F of the SF52	Replaced
Job Aid	Instructions for Completing Parts A, B (blocks 45-51), and D of the SF 52	Replaced
Job Aid	Instructions for Preparing a List Form of Notice	Retained
Job Aid	Sample List Form of Notice	Retained
Table 4-A	Setting Effective Dates	Retained
Table 4-B	Effective Dates Set without Prior Approval of the Appointing Official	Modified
Table 4-C	Selecting the Pay Rate Determinant	Replaced
Table 4-D	Annuitant Status	Retained
Chapter 6	Creditable Service for Leave Accrual	Retained
Chapter 7	Documenting Veterans' Preference	Retained
Chapter 9	Career Appointments	
Job Aid	Instructions for Processing Personnel Actions on Appointments in the Competitive Service	Modified
Table 9-A	Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles	Replaced

Table 9-B	Appointment Based on the Use of a Direct Hire Recruiting Authority	Replaced
Table 9-C	Appointment Based only on the Person's Eligibility for Transfer or Reinstatement	Replaced
Table 9-D	Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System	Retained
Table 9-E	Appointment Based on Service in a Position Brought into the Competitive Service	Retained
Table 9-F	Appointment Based on Service in a Nonstatus Appointment in the Competitive Service	Replaced
Table 9-G	Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F	Retained
Table 9-H	Appointment Based on Exercise of Restoration or Reemployment Rights	Retained
Table 9-I	Remarks to be Shown on Standard Form 50	
Chapter 10	Nonstatus Appointments in the Competitive Service	
Job Aid	Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service	Retained
Table 10-B	Appointments Not to Exceed	Replaced
Table 10-C	Provisional Appointment NTE	Retained
Table 10-D	Temporary Appointment Pending Establishment of a Register	Retained
Table 10-E	Term Appointment	Replaced
Table 10-F	Status Quo Employment	Retained
Table 10-G	Emergency Appointment	Retained
Table 10-H	Overseas Limited Appointment	Modified
Table 10-I	Remarks to be Shown on the Standard Form 50	Replaced
Chapter 11	Excepted Service Appointments	
Job Aid	Instructions for Processing Personnel Actions on Appointments in the Excepted Service	Retained
Table 11-A	Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights	Retained
Table 11-B	Excepted Appointments Based on Exercise of Reemployment or Restoration Rights	Retained
Table 11-C	Remarks to be Show on SF 50	Replaced
Figure 11-1	Legal Authority Codes Used For Schedule A, B, and C Appointments	Retained
Chapter 13	Senior Executive Service (SES)	N/A
Chapter 14	Promotions, Reductions in Band, Reassignments and Details	
Job Aid	Instructions for Processing Personnel Actions in Promotions, Reductions in Band, Reassignments and Details	Modified
Job Aid	When to Process a Promotion, Reduction in Band, Reassignment or Detail	Replaced

Table 14-A	Documentation of Details	Replaced
Table 14-B	Promotions in the Competitive Service	Replaced
Table 14-C	Promotions in the Excepted Service	Retained
Table 14-D	Reassignments in the Competitive Service	Replaced
Table 14-E	Reassignments in the Excepted Service	Replaced
Table 14-F	Reassignments in the Senior Executive Service	N/A
Table 14-G	Changes to Lower Grade in the Competitive Service	Replaced
Table 14-H	Changes to Lower Grade in the Excepted Service	Replaced
Table 14-I	Position Change Actions in the Competitive Service	N/A
Table 14-J	Position Change Actions in the Excepted Service	N/A
Table 14-K	Remarks Required in Special Situations	Replaced
Table 14-L	Codes and Corresponding Remarks	Replaced
Chapter 15	Placement in Nonpay or Nonduty Status	
Job Aid	Instructions for Processing Personnel Actions or Placement in Nonpay or Nonduty Status	Modified
Job Aid	Effects of Nonpay Status	Replaced
Table 15-A	Documenting Placements in Nonpay/Nonduty Status	Modified
Table 15-B	Additional Remarks Required for Some Placements in Nonpay/Nonduty Status	Retained
Chapter 16	Return to Duty from Nonpay Status	
Job Aid	Effect of Nonpay Status on Service Dates	Replaced
Table 16-A	Documenting Return to Duty Actions	Retained
Table 16-B	Remarks	Replaced
Chapter 17	Pay Changes	
Job Aid	Processing Personnel Actions for Pay and Step Changes	Replaced
Table 17-A	Pay and Step Changes Under the General Schedule	Replaced
Table 17-C	Pay and Step Changes Under Prevailing Rate Systems	N/A
Table 17-D	Pay and Step Changes Under Pay Systems Other Than the General Schedule or Prevailing Rate Systems	N/A
Table 17-F	Codes and Remarks for Pay and Step Changes	Replaced
Chapter 18	Exceptions to Reduction in Force Release	
Job Aid	Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release	Retained
Table 18-A	Documenting Exceptions to Reduction in Force Release	Modified
Table 18-B	Remarks	Retained



Chapter 19	Continuance NTE	Retained
Chapter 20	Name Change	Retained
Chapter 21	Realignments and Mass Transfers	
Job Aid	Instructions on Processing List and Other Agency Forms of Notice to Document Actions for Realignment and Mass Transfer	Modified
Job Aid	Instructions for Processing the Standard Form 50, Notification of Personnel Action, for Realignment and Mass Transfer	Retained
Job Aid	Sample Notice that Name of Organization has Changed	Retained
Table 21	Documenting Realignments and Mass Transfer	Replaced
Chapter 22	Change in Federal Employees Group Life Insurance and Election of Living Benefits	Retained
Chapter 23	Change in Duty Station	Retained
Chapter 24	Change in Work Schedule	Retained
Chapter 26	Change in Tenure Group	
Figure 26	Tenure Group Definitions	Replaced
Table 26	Change in Tenure Group	Replaced
Chapter 28	Change in Data Element	
Table 28-A	Processing Changes in Data Elements	Modified
Table 28-B	Remarks to be Shown on Standard Form 50	Retained
Chapter 29	Incentives, Bonuses and Awards	
Table 29	Bonuses and Awards	Replaced
Chapter 30	Retirements	Retained
Chapter 31	Separations by Other than Retirement	
Job Aid	Actions When an Employee Separates	Retained
Table 31-A	Documenting Resignations	Modified
Table 31-B	Documenting Separations Other Than Resignations and Retirements	Modified
Table 31-C	Codes for Required Remarks	Modified



Table 31-D	Codes and Corresponding Remarks	Modified
Chapter 32	Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations	
Table 32-A	Cancellation, Corrections, Replacement Actions and Newly Required Actions	Retained
Table 32-B	Actions Needed to Effect Cancellations and Corrections	Retained
Table 32-C	Completion of Standard Form 50 for Cancellations and Corrections	Retained
Table 32-D	Remarks Required on Correction Actions	Retained
Table 32-E	Authority and Authority Code Required on Cancellation Actions	Retained
Table 32-F	Remark Required on Cancellation Actions	Modified
Table 32-G	Remarks Required on Replacement and Newly-Required Actions	Retained
Table 32-H	Remarks Codes, Remarks, and Examples for Corrections and Cancellations	Modified
Figure 32-1	Special Instructions for Processing Correction Actions	Retained
Figure 32-2	Special Instructions for Processing Cancellation Actions	Retained
Figure 32-3	Actions to Provide Interim Relief	Retained
Chapter 33	Documentation of Volunteer Service	Retained
Chapter 34	NSPS Topic Index	Modified
Chapter 35	Glossary of Terms Used in Processing Personnel Actions	Replaced

Note:

Retained - No change to table, figure, or job aid - use for NSPS covered employees.

Replaced - Table, figure, and job aid replaced by an NSPS table, figure, job aid.

Modified - Modifications to table, figure, job aid or other material made per flysheet.

N/A - Table, figure, job aid not applicable to NSPS employees.



Attachment 2

NSPS Specific Remarks Codes and Remarks

Code	Remark
Appointment Limitations	
Y1A	Assignment to the National Security Personnel System as authorized by PL 108-136.
Y1B	Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. (Note: This is a modification of remark A21)
Y1C	This appointment does not confer eligibility to be noncompetitively converted to an NSPS career appointment. (Note: This is a modification of remark A30)
Y1D	Employee is eligible for noncompetitive conversion to an NSPS career appointment.
Y1E	Appointment is subject to a 2-year probationary period beginning (date). (Note: This remark is to be used for certain excepted service appointments that lead to conversion into the competitive service, e.g., VRA, FCIP, PMF, etc.)
Y2G	Appointment is NTE 2 years. Upon satisfactory completion of the program, you will be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated. (Note: This is a modification of remark A03)
Y2H	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program. (Note: This is a modification of remark A31)
Position Change Actions	
Y1F	Qualification requirements waived per Reg. 9901.602. (Note: This is a modification of remark K02)
Y1G	Full performance band of employee's position is (enter pay schedule and pay band). (Note: This is a modification of remark K20)
Y2A	Qualification requirements modified because of general OPM or NSPS amendment. (Note: This is a modification of remark K01)
Pay Rate	
Y1I	Salary in block 20 reflects initial buy-in to NSPS that includes a proportional increase based on time completed towards within-grade increase waiting period.
Y1J	Salary in block 20 includes a local market supplement of \$_____.
Y1K	Salary in block 20 includes a performance based increase to base salary of \$_____.
Y1L	Salary in block 20 includes an Organization Achievement Recognition increase to base salary of \$_____.
Y1M	Salary in block 20 includes an Extraordinary Pay Increase to base salary of \$_____.



Y1N	Salary in block 20 includes an accelerated compensation increase to base salary of \$_____.
Y1S	Salary in block 20 includes a rate range adjustment of \$_____.
Y1T	Salary in block 20 includes an increase in base salary of ____%.
Y2C	Salary in block 20 reflects a ____% decrease in base salary as a result of a voluntary action.
Y2D	Your base salary has been increased to set at the minimum of the pay band.
Y2E	Salary in block 20 includes an increase in base salary of ____% based on a management-directed reassignment.
Y2F	Salary in block 20 includes an increase in base salary of ____% based on a voluntary non-competitive action.
Y2I	Salary includes (performance based increase/rate range increase/other increase (specify)) for which employee became eligible on (date). (Note: This is a modification of remark P19)
ZZZ	Salary in block 20 reflects a ____% decrease in base salary as a result of adverse action.
Agency Explanation of Employee's Separation	
S54*	Offered job(s) of (position title, pay schedule, pay band, salary, and geographical location). (Note: Used on RIF separations.)
Retained Grade and Retained Pay	
Y2B	Employee is entitled to pay retention through (date).
Y1Y	Grade retention entitlement terminated. Employee will be entitled to pay retention through (date).
Y1Z	Employee on pay retention not entitled to rate range adjustment.
Tenure	
T29	Tenure changed due to movement within the Department authorized under NSPS.

* OPM remark code - this remark is modified by DoD for NSPS actions; existing OPM remark code retained.

Modified OPM Remarks

Code	Remark
C06	Retroactive change to former grade, level, or band based on ().
C07	Retroactive change to lower grade, level, or band based on ().
K17	Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.
K18	Position is at the full performance level or band.
K38	Promoted (or reassigned) from (former position and grade, level, or band) effective (date).
X49	Change to lower grade, level, or band is for personal cause.
P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.



OPM Remarks Not Used on NSPS Actions

Code	Remark
Appointment Limitations	
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
A30	This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.
A31	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.
Employment Conditions	
E03	Trial period completed.
E19	Appointment is subject to completion of one year trial period beginning (date).
Position Change Actions	
K01	Qualification requirements modified because of general OPM amendment.
K20	Full performance level of employee's position is (enter pay plan and grade). (Note: Remark modified under NSPS)
K50	From position change NTE (date).
Miscellaneous	
M24	Continues position change NTE (date).
M83	The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
Pay in Addition To, Or Outside Of, Salary	
N61	Per Reg 531.203(d)(2)(vi), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.
Pay Rate	
P01	Previously employed at (pay plan, grade, rate).



P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
P04	Superior qualifications appointment made under Reg 531.203(b).
P05	Special rate under 5 U.S.C. 5305.
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date).
P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade and step).
P18	Retained rate period expires (date). Effective (date) pay will be (\$_____).
P19	Salary includes WGI for which employee became eligible on (date).
P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date).
P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for substantial, irregular overtime work you perform which cannot be controlled administratively.
P81	Salary in block 20 includes AUO of \$__.
P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$_____.
P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.
P92	Salary includes a locality-based payment of __%.
P93	Special salary rate exceeds the locality rate of pay, so employee receives no locality payment.
Tenure	
T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date).
T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date).
T07	Completed service requirement for career tenure from (date) to (date).
T08	Service counting towards permanent tenure from (date).
T10	Service counting towards career tenure from (date).
Retained Grade and Pay	
X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X39	Employee elected to terminate grade retention entitlement.



X41	Salary is 150 percent of maximum rate of grade to which assigned.
X43	Expiration of grade retention period as (pay plan and grade).
X44	Rate is step (number) of (pay plan and grade), retained grade.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
X46	Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade.
X47	Action denies within-grade increase to step (number) of employee's retained grade.
X48	Declined offer of (position title, pay plan, series, and grade). (Note: Remark modified under NSPS)
X61	Retained grade will not be used for purposes of reduction-in-force.
X62	Action grants within-grade increase in employee's retained grade of (pay plan and grade).
X63	Action denies within-grade increase in employee's retained grade of (pay plan and grade).
X65	Grade retention entitlement is terminated.

Employee Conversion When Organization Becomes Covered by NSPS

Procedures involving the initial movement of employees and their organizations into NSPS are addressed in CPM NSPS subchapter 1911. The following provides general guidance regarding the conversion process.

Actions Effective on Day of Conversion. A personnel action such as a promotion or geographical move that is effective on the same day as the effective date of the employee's conversion to NSPS must be processed according to the existing rules of the old system before the employee is converted to NSPS. Actions that would normally be effective at the end of the day, such as separations, will need to be processed after the conversion action.

Employees on Temporary Promotions or Temporary Reassignment At The Time of Conversion. An employee on a temporary promotion or a temporary reassignment at the time of conversion is returned to his or her official permanent position of record prior to processing the conversion action. Pay in the permanent position must be adjusted, prior to conversion, to reflect any increase(s) the employee would have otherwise received if the employee had not been temporarily promoted. Immediately after conversion the employee may be placed back into the temporary position with a temporary increase in pay up to the rate the employee was receiving during the temporary promotion.

If immediate placement back into the temporary position results in employee movement to a higher pay band, cite the same NOA, Authority Code, and K12 remark used on the initial temporary promotion action.

If immediate placement back into the temporary position results in employee movement to a comparable pay band, cite NOA 611 Reassignment NTE and authority code N2M.

Employees on Leave Without Pay (LWOP) on the Day of Conversion. Employees whose permanent position is in an organization that converts into NSPS while the employee is in a LWOP status are converted in with their organization. The conversion and WGI-buy-in (if the employee is entitled to the buy-in) will be accomplished without returning the employee to duty. The WGI buy-in will be calculated as of the date of conversion.

Conversion from Miscellaneous Situations. Employees who are absent from their position at the time of conversion to NSPS will be converted to an NSPS occupation and pay band on the basis of their permanent position. Such situations include approved leave-without-pay; absent to serve in the uniformed services in accordance with Section 4308 of Reference (c), and Part 353.102 of Reference (b); absent due to a work-related injury; absent due to being in a workers' compensation status; etc.

Employees Separating from the Department. Employees whose effective date of separation (e.g., retirement, resignation, employment in another agency, etc.) is the date their organization converts into NSPS must be converted into NSPS and then separated.

General Classification Guidance. No change is necessary in the position description. Pen and ink changes to the position description coversheet (OF-8 or equivalent) may be made to show



changes to the pay schedule (pay plan), occupational code (series), title, and pay band (grade), and supervisory status as a result of conversion to NSPS. There are standardized position titling conventions for most occupational codes. The employee's conversion action reflects this change, if applicable.

Student Educational Employment Programs (SEEP) employees are converted to Standard Career Group, pay schedule YP, pay band 1.

GS-9 to GS-11 positions in pay schedules YA, YD, YH, and YK, with a target grade above the employee's current grade, are converted to pay band 1. The target pay band for all positions that convert into pay schedules YA, YD, YH, and YK at pay band 1 will be pay band 2 (or pay band 3 if their current target grade exceeds pay band 2).

NSPS does not have "Leader" positions. Leader duties, responsibilities, and authorities may be assigned to nonsupervisory positions. Employees in positions classified as leaders are converted the nonsupervisory Career Group and pay schedule that corresponds to the occupational code of their position. The position title prefix of "Lead" or "Leader" is deleted.

Employees are converted into NSPS with the same Fair Labor Standards Act (FLSA) exemption status they were under prior to conversion.

NSPS has established a few new occupational codes (formerly referred to as "series") not used by OPM. These include:

- YB-1002, Arts and Information Support
- YB-1108, Business Support
- YA-1703, Educational Specialist
- YB-2203, Computer Operator
- YB-2204, Computer Tech

Some employees occupy OPM "series" prior to conversion that are not recognized occupational codes in NSPS. These include:

- GS-107, Health Insurance Administration
- GS-332, Computer Operator
- GS-335, Computer Assistant
- GS-351, Printing Clerk
- GS-436, Plant Protection and Quarantine
- GS-440, Genetics
- GS-455, Range Technician
- GS-470, Social Science
- GS-493, Home Economics
- GS-592, Tax Examining
- GS-696, Consumer Safety
- GS-818, Engineering Draftsman
- GS-828, Construction Analyst
- GS-1894, Customs Entry and Liquidating

(Note: Please see *Attachment 4*, paragraph 2, for specific guidance related to the "series" mentioned above.)

Still other OPM "series" become more than one NSPS occupation. These include:

- GS-1001
- GS-1101
- GS-1173



If an employee is affected by these situations, specific conversion guidance may be found in CPM NSPS subchapter 1911.

Employees serving a Probationary Period on the Effective Date of the Conversion. An employee who is serving an initial probationary or trial period or an in-service probationary period (i.e., supervisory probationary period) upon conversion to an NSPS position completes the time remaining towards completion of the NSPS probationary period after conversion. Time served in the non-NSPS position will count toward the one-year requirement, i.e., the probationary period does not start over.

Tenure Changes. Career-conditional employees in the competitive service and conditional employees in the excepted service are changed from tenure code "2" to tenure code "1". Excepted service employees who are on temporary appointments are assigned tenure code "0", even if they have completed more than one year of current continuous service.

Determination of Pay on the Effective Date of Conversion. Employees are converted into NSPS without a reduction in pay (comparing the sum of basic pay and any applicable locality payment under 5 U.S.C. 5304, special rate under 5 U.S.C. 5305, or retained rate under 5 U.S.C. 5362 and 5 U.S.C. 5363 with the adjusted salary under NSPS). Each employee converted into NSPS has an adjusted salary comprising a base salary and a local market supplement; however, the percentage value for some local market supplements, for occupations and locations where locality payments or special rate supplements do not apply under the General Schedule, may be zero. The employee's base salary, local market supplement, and adjusted salary appears in blocks 20A, 20B, and 20, respectively, of the SF 50, "Notification of Personnel Action". Supervisory employees at the GS-6, step 1, 2, or 3 will have their base salary adjusted to meet the minimum rate of pay band 1 in the supervisory pay schedule. The base salary of supervisory employees at GS-6, step 4 and above can be accommodated within pay band 1. Supervisory employees at the GS-11, step 1, 2, 3, 4, 5, or 6 who convert into pay band 2 of the supervisory pay schedule will have their base salary adjusted to meet the minimum rate of pay band 2 in the supervisory pay schedule.

Within Grade Increase (WGI) Adjustments. Employees, regardless of work schedule, who are paid below the maximum rate for their grade, receive a prorated WGI adjustment to their rate of basic pay to account for the time (measured in calendar days) since their last equivalent increase. The WGI adjustment is calculated based on the number of calendar days between the effective date of the employee's last within-grade increase and the date of conversion into NSPS, regardless of the number of days in nonpay status, if any. The maximum adjustment may not exceed a full WGI. The employee's adjusted pay (including any applicable locality rate or special rate supplement) after the addition of the within-grade increase adjustment, is used to set the base and adjusted salary in NSPS. This prorated adjustment is not applicable to an employee whose performance has been determined to be below an acceptable level of competence under 5 CFR 531, Subpart D - Within-Grade Increases. Temporary employees do not receive an adjustment. Although Acquisition Demonstration Project employees do not receive a WGI adjustment, the Component Head may authorize a pro-rata increase in basic pay based on the amount of time elapsed since the end of the most recent appraisal period.

Employees on Grade and Pay Retention. Grade retention is not a feature of NSPS. At the time of conversion, the basic pay of employees on grade or pay retention is reviewed to see if it fits within the assigned NSPS assigned pay band. If the basic pay can be accommodated within the pay band, the employee's pay retention entitlement ceases. If the employee's basic salary cannot be accommodated within the assigned pay band, he or she is placed on pay retention. The period



of pay retention lasts for two years from the effective date of conversion unless a terminating event, as specified in CPM NSPS subchapter 1900 occurs sooner.

Employees on grade retention at the time of conversion, who are entitled to pay retention upon conversion, will have their pay rate determinant (PRD) changed to "4" and a remark will be added notifying them that pay retention will be for two years from the effective date of conversion unless a terminating event occurs earlier. An employee who was on grade retention immediately prior to conversion, is eligible for the WGI adjustment, provided he or she is not at the top step of the retained grade and their performance is not below an acceptable level of competence under 5 CFR 531, Subpart D - Within Grade Increases.

Employees on pay retention at the time of conversion will have a remark added notifying them that pay retention will continue for two years from the effective date of their conversion into NSPS unless a terminating event occurs earlier. In all cases, the pay rate determinant will change. An employee on pay retention at the time of conversion is not eligible for the WGI adjustment.

Conversion from the Permanent Alternative Personnel System. Alternative personnel system employees at sites within the Naval Air Warfare Center, Weapons Division, and sites within the Space and Naval Systems Command are converted to the General Schedule using their APS conversion regulations. Employees are then converted from GS to NSPS using NSPS conversion criteria.

Conversion from the Acquisition Demonstration Project. Acquisition demonstration project employees are placed in the Career Group and pay schedule that corresponds to the occupational code and pay band of their position.

Moving the Employee. Employees are converted into NSPS using the following natures of action, NOACs, legal authorities, and LACs:

If current appointment is in the	And	NOAC Is	NOA Is	LAC	Legal Authority
Competitive Service (permanent, term or temporary and employee's occupational code is not changing)	Tenure code does not change	894	Pay Adj	Z5A	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03
	Tenure code changes*			Z5A and Z5L	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03 and Reg. 9901.502
Competitive Service (permanent or term) and employee's occupational code changes	Tenure code does not change	721	Reassignment	Z5A	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03
	Tenure code changes*			Z5A and Z5L	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03 and Reg. 9901.502
Competitive Service (temporary) and		5XX	Conv to Appt NTE (date)	(Cite legal authority code used to	(Cite legal authority used to effect current temporary



employee's occupational code changes**				effect current temporary appointment)	appointment)
Excepted Service (permanent, term or temporary and employee's occupational code is not changing	Tenure code does not change	894	Pay Adj	Z5A	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03
	Tenure code changes*			Z5A and Z5M	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03 and Reg. 9901.502
Excepted Service (permanent or term) and employee's occupational code changes	Tenure code does not change	721	Reassignment	Z5A	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03
	Tenure code changes*			Z5A and Z5M	PL 108-136 Sec 9901(k)(1)(B) dtd 11/24/03 and Reg. 9901.502
Excepted Service (temporary) and employee's occupational code changes**		5XX	Conv to Appt NTE (date)	(Cite legal authority code used to effect current temporary appointment)	(Cite legal authority used to effect current temporary appointment)

* When tenure code is changing, remark code T29 must be cited in addition to any other remarks

**NTE date for temporary appointment is the same as the original appointment. If an extension is granted, it must be accomplished in accordance with the terms and conditions of the original appointment.

Remarks. Remarks typically required by the GPPA on appointment actions will not be added to the conversion into NSPS action, unless the conversion is processed as a 5XX action. However, remarks specific to NSPS will be added, as appropriate.

- Generally, the following remarks/remarks codes are used on conversion actions:

Y1A Assignment to the National Security Personnel System as authorized by PL 108-136.

Y1I Salary in block 20 reflects initial buy-in to NSPS that includes a proportional increase based on time completed towards within-grade increase waiting period.

P72 Salary in block 20 includes supervisory differential of \$_____.

P99 Salary in block 20 includes availability pay of \$_____.

- If the employee is on grade retention at the time of conversion, use one of the following:

Y1Y Grade retention entitlement terminated. Employee will be entitled to pay retention through (date). (Note: Use if employee is entitled to pay retention upon conversion to NSPS.)

X36 Grade retention entitlement terminated. No further entitlement to grade or pay retention. (Note: Use if employee is no longer entitled to either grade or pay retention upon conversion into NSPS.)



- If the employee is on pay retention at the time of conversion, use one of the following:

Y2B Employee is entitled to pay retention through (date).

X42 Pay retention entitlement terminated. (Note: Use if employee is no longer entitled to pay retention upon conversion to NSPS.)

- If NOA/NOAC moving employee into NSPS is 894 or 721 and the employee's tenure code is changing at that time, use:

T29 Tenure changed due to movement within the Department authorized under NSPS.

- If the employee is in career ladder position at the time of conversion and the full performance level of the position is in a higher band than the one he or she is assigned to at the time of conversion, use:

Y1G Full performance band of employee's position is (enter pay schedule and pay band).

- If the employee's base salary at the time of conversion is less than the minimum of the pay band his or her position is assigned to, use:

Y2D Your base salary has been increased to set at the minimum of the pay band.

Pay Rate Determinant (PRD). Special rate employees whose PRD is "6" prior to conversion have a PRD of "0" at conversion. The PRD for employees on grade retention prior to conversion will change to "0" or "4" depending on whether the employee will be entitled to pay retention.

NSPS Conversion - Things to Consider

1. **POSITION TITLING.** Position titling practices will change significantly under NSPS.
 - All position titles will be in capital letters.
 - Most occupational codes have a prescribed standard basic title; some occupational codes will have multiple basic title values available; and some occupational codes will require the user to construct the title. Options are provided through the LOV button during conversion review.
 - The conversion process will auto-populate the basic title where there is only one value available for the occupational code.
 - For those occupational codes that have multiple values available, the preview screen will provide a restricted LOV for selection purposes. To assist users in constructing the title during conversion, the conversion routine will auto-populate this title when certain conditions are met.
 - Where there is no authorized title, the conversion routine will bring over the existing title. These titles should be reviewed on the Preview screen.
 - Users can select from an LOV where there are authorized parentheticals or construct parentheticals.
 - For the 2210 occupational code, user can only select parentheticals from the LOV.
 - The options are provided through the LOV button during conversion review.
 - Users should review all parenthetical values on the Preview screen.
 - User will be allowed to override the default core basic title for those occupational codes where the titles have to be constructed.
 - User will be allowed to override the values for parentheticals (except for the 2210 occupational code).
2. **OCCUPATIONAL CODES.** The occupational code for certain positions will change in the conversion process. Some will be changing to OPM authorized occupational codes and some will be changing to new NSPS-unique occupational codes for NSPS (1002, 1108, 1703, 2203 and 2204). We will be cross-walking the NSPS-unique values to an appropriate OPM occupational code for the purpose of CPDF/EHRI reporting and for PAY500s. You'll want to take a look at your Component unique interfaces and applications to determine if changes will be required.

CATEGORY	ACTION
GS 0107 series	Employees in the GS 0107 series will be changed to YA 0301
GS 0332 and 0335 series	Employees in the GS 0332 and 0335 series will be changed to YB 2203 and 2204.
GS 0351 series	Employees in the GS 0351 series will be changed to YB 0303.
GS 0436, 0440 or 0470 series	Employees in the GS 0436, 0440 or 0470 series will be changed to YD 0401.
Employees in GS 0455 series.	Employees in the GS 0455 series will be changed to YE 0404.
Employees in GS 0493 series.	Employees in the GS 0493 series will be changed to YH 0601.
Employees in GS 0592 series.	Employees in the GS 0592 series will be changed to YA 0501.
Employees in GS 0696 series.	Employees in the GS 0696 series will be changed to YH 0601.
Employees in GS 0818 series.	Employees in the GS 818 series will be changed to YE 0802.
Employees in GS 0828 series.	Employees in the GS 0828 series will be changed to YA 0301.
Employees in GS 1001 series.	Employees in the GS 1001 series and an Occupation Category Code of C or T will be changed to YB 1002. Employees in the GS 1001 series and an Occupation Category Code not equal to C or T will be changed to YA 1001.
Employees in GS 1101 series.	Employees in the GS 1101 series and an Occupation Category Code of C or T will be changed to YB 1108. Employees in the GS 1101 series and an Occupation Category Code not equal to C or T will be changed to YA 1101.
Employees in GS 1173 series.	Employees in the GS 1173 series with grades less than or equal to GS 8 whose target grade is less than GS-9 will be changed to YB 1108. Employees at grade levels above the GS 9 level will be changed to YA 1173.
Employees in GS 1894 series.	Employees in the GS 1894 series will be changed to YA 1801.

CATEGORY	ACTION
Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.	

3. **ACQUISITION DEMO.** Acquisition Demo employees will be placed in the Pay schedule that corresponds to the occupational code and pay band of their position. Acquisition Demo may also authorize a pro-rata increase in basic pay at the time of conversion based on the amount of time elapsed since the end of the last most recent appraisal period.

CATEGORY	ACTION
Acquisition Demo	NH-II (NH-02) Supervisory positions with occupational codes that would be in pay schedules YA and YD, employee will convert to pay band 02 of the non-supervisory pay schedule but will be coded and titled as supervisory.
Acquisition Demo	NH-IV (NH-04) Supervisory positions with a salary less than GS 14/10 + 5% must be reviewed to determine if the positions meets the criteria for pay band 03. The default pay schedule will be Pay Band 2.
Acquisition Demo	Acquisition Demo may authorize a pro-rata increase in basic pay based on the amount of time elapsed since the end of the last most recent appraisal period. If this is awarded in conjunction with the conversion, the user will have to add the amount to the To Basic Pay and enter the appropriate values to the To Local Market Supplement, To Adjusted Basic Pay, To Availability Pay, To Other Pay and To Total Pay.
Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.	

4. **SUPERVISORY POSITIONS.** Under Standard Conversion rules, supervisors will be setup to convert to the Supervisory Pay Schedule in the Career Group that corresponds to their position. If a supervisor's duties include non-supervisory work that meets the criteria for a higher Pay Band, the position should be identified for conversion into the applicable non-supervisory Pay Schedule. The position would be titled and coded supervisory under mixed position criteria.

CATEGORY	ACTION
Supervisory Code	Verify that supervisory positions are coded correctly so that employees are converted into the proper pay schedule and pay band.
GS 05 Supervisors	There will be no positions classified as Supervisor at the GS 05 level. Identify those currently classified as Supervisors at the GS 5 levels. HR must determine the necessary action(s), such as change of the position description, classification (title and grade), and if this impacts another position gaining additional reporting staff.
GS 06 Supervisors	GS 06 Supervisors will convert into the supervisory Pay Schedule (YC, YF, YJ or YN) Pay Band 01. If employee's salary is below minimum of the pay band, their basic salary will be increased to the minimum of the pay band.
GS 9, 10 Supervisors with occupational codes that would be in YA, YD, YH or YK pay schedules.	These supervisors will be converted into the Pay Schedule (YA, YD, YH or YK) reflecting the non-supervisory occupation CG. The title and code of Supervisor will be included per mixed position criteria and they will be in Pay Band 2.
GS 11 Supervisors	<p>GS-11 supervisors must be reviewed:</p> <ul style="list-style-type: none"> • If they supervise employees in pay schedules YA, YD, YH or YK, they will convert into the appropriate Supervisory Pay Schedule at pay band 02. • If they supervise employees in pay schedules YB, YE, YI, YL or YM, they will convert into the appropriate Supervisory Pay Schedule at pay band 01. • If the employee supervises employees in pay schedules YB, YE, YI, YL or YM, but personally performs GS-11 work in YA, YD, YH or YK, the employee should be converted into pay band 02 of the appropriate non-Supervisory Pay Schedule. <p>Note: Default conversion rules for the first two scenarios have been built in the conversion routine based on the occupational code. A chart is provided below that depicts the special conversion/pay setting rules for supervisory positions.</p> <p>Note: If employee is converted to pay band 02 and their salary is below minimum of the pay band, their basic salary should be increased to the minimum of the pay band.</p>

CATEGORY	ACTION
GS/GM 14 Supervisors	<p>GS/GM 14 supervisors must be reviewed to determine if positions meet the criteria for either supervisory or non-supervisory pay band 3. Regardless, employees will convert into pay band 2.</p> <p>Note: If employee is converted to pay band 03 and their salary is below minimum of the pay band, their basic salary should be manually increased to the minimum of the pay band.</p>
GS Supervisory Deputies	<p>Deputy positions will convert into the same supervisory pay band as the position to which they report. If the position to which they report is placed in a higher non-supervisory pay band based on work personally performed, the deputy position will remain in the appropriate supervisory pay band. A deputy to an SES position (or any other position which exceeds pay band 3) is normally in pay band 3.</p>
<p>Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.</p>	

5. OTHER POSITION INFORMATION.

CATEGORY	ACTION
BUS Codes	Verify that position BUS codes are coded correctly to ensure employees are converted under the correct spirals.
Positions classified as Leader	Under NSPS, there will be no positions classified as Leader. The conversion routine will delete all variations of Leader from the Core Position Title and change the Supervisory Status to 8. Responsibility Level will not change. (Also see paragraph 1.)
Students on SEEP	All employees on a Student Educational Employment Program appointment will be on Pay Schedule YP in Pay Band 1.
Developmental positions at the GS 9, 10 or 11 level	GS-09s, 10s and 11s in the YA, YD, YH or YK with promotion potential are considered developmental and will be converted to pay band 01. This applies to non-supervisory positions only.
<p>Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.</p>	

6. **PHYSICIANS AND DENTISTS.** Physicians and Dentists will be placed in Pay Schedules and/or Pay Bands that will only contain Physicians or Dentists. Due to the flexibility provided in setting pay for physicians and dentists, the mass conversion routine will not compute the new salaries. Users will have to compute the salaries manually and input the values in the mass conversion preview screens.

CATEGORY	ACTION
Physicians and Dentists	Non-supervisory Physicians (occupational code 0602) and Dentists (occupational code 0680) positions must be reviewed to determine if the position meets the pay band 03 classification criteria for pay schedule YG. The conversion process will default pay band to 02.
Physicians and Dentists - Supervisory	Supervisory Physicians (occupational code 0602) and Dentists (occupational code 0680) positions will convert to Pay Schedule YJ, Pay Band 04. Records should be reviewed to see if they meet the criteria for non-supervisory YG Pay Band 03.
Physicians and Dentists - Pay Setting	<p>Physicians Comparability Allowance and premium pays are not authorized for Physicians and Dentists under NSPS. Components may increase the base salary resulting from the reallocation process to account for the loss of any physicians comparability allowance and/or premium pay the employee may have been receiving under General Schedule).</p> <p>Due to the flexibility provided in setting pay for physicians and dentists, the mass conversion routine will not compute the new salaries. Users will have to compute the salaries manually and input the values in the mass conversion preview screens. In addition LMS Indicator, LMS Percentage and LMS Specialty would also have to be changed.</p>
Physicians Comparability Allowances	Physicians Comparability Allowances are not authorized under NSPS. The conversion process will end-date these entitlements and flow the appropriate Pay500.
Title 38 Premium Pay "K"	Premium Pay "K" is not authorized for Physicians (occupational code 0602) or Dentists (occupational code 0680). The conversion process will end-date this entitlement and flow the appropriate Pay500.
MD/DDS Special Pay (NOA 850)	MD/DDS Special Pay is not authorized under NSPS. As a pre-conversion step, MD/DDS Special Pay must be terminated.
Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.	

7. MISCELLANEOUS.

CATEGORY	ACTION
Temporary Assignments	All temporary assignments (e.g., temporary promotions, temporary reassignments) must be ended prior to conversion - either returned to the permanent position of record or permanently promoted. Additionally, management must identify those that will need to be temporarily promoted following conversion.
Special Salary Rate employees	Special Salary Rates end. The adjustment will be made via the DCPDS Local Market Supplement which factors in the locality differences in pay. While some special salary rate tables are restricted to specific Component(s), the Targeted Local Market Supplement does not have this restriction. This means that even if a position is not associated with a special salary rate today, it may be covered by a Targeted Local Market Supplement under NSPS. As a pre-conversion preparation step, position records must be checked to determine if they meet the criteria for a higher Targeted Local Market Supplement. Since salary could be impacted by this determination, users will have to compute the salaries manually and override the values in the mass conversion preview screens. In addition LMS Indicator, LMS Percentage and LMS Specialty (if applicable) would also have to be changed.
Employees under APS (Alternative Pay System)	Employees in APS must be converted to General Schedule prior to conversion to NSPS. (APS conversion regulations apply.)
Administratively Uncontrollable Overtime (AUO)	AUO is not authorized under NSPS. As a pre-conversion step, AUO must be terminated.
Retention Allowances	As a result of FWFA, Retention Allowances must be terminated no later than 30 April 2006. If appropriate, the current Retention Allowance must be terminated and a follow-on NOA 827, Retention Incentive, would have to be processed.
Note: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.	



Special Conversion/Pay Setting Rules for Supervisor Positions
(Supervisory Status Code = 2)

From Pay Plan/ Grade	NSPS Pay Schedule IAW Occupational Code	Condition	To NSPS Pay Schedule/ Pay Band	System Coding
GS-05	Any Pay Schedule			Reject record - user must convert manually. Note: Most recent guidance from PEO indicates that GS-05 supervisors will be converted into pay band 01 of the appropriate supervisory pay schedule. This change will not be incorporated into the mass conversion functionality due to timing; therefore, for Spiral 1.1, these employees will have to be converted manually.
GS-06	Any Pay Schedule		YC-01, YF-01, YJ-01, YN-01	Established as default conversion rule And added rule to Section IV - Pay Setting: If New Basic Pay is less than the minimum amount of the Pay Band, changing the New Basic Pay to the minimum and re-computing the Local Market Supplement, Adjusted Basic Pay, Other Pay and Total Pay
GS-09 or GS-10	YA, YD, YH or YK	Regardless of Target Grade	YA-02, YD-02, YH-02, YK-02	Established as default conversion rule
GS-11	YA, YD, YH or YK		YC-02, YF-02, YJ-02, YN-02	Established as default conversion rule And added rule to Section IV - Pay Setting: If New Basic Pay is less than the minimum amount of the Pay Band, changing the New Basic Pay to the minimum and re-computing the Local Market Supplement, Adjusted Basic Pay, Other Pay and Total Pay
GS-11	YA, YD, YH or YK	With subordinate employees in Pay Schedule YA, YD, YH or YK	YC-02, YF-02, YJ-02, YN-02	No user impact



From Pay Plan/ Grade	NSPS Pay Schedule IAW Occupational Code	Condition	To NSPS Pay Schedule/ Pay Band	System Coding
GS-11	YA, YD, YH or YK	With subordinate employees in Pay Schedule YB, YE, YI, YL and YM	YC-01, YF-01, YJ-01, YN-01	User will have to overwrite default value for the Pay Band
GS-11	YA, YD, YH or YK	With subordinate employees in Pay Schedule YB, YE, YI, YL and YM And Who performs GS-11 work in YA, YD, YH or YK	YA-02, YD-02, YH-02, YK-02	User will have to overwrite default value for the Pay Schedule And User will have to review all salary amounts and for those GS-11's whose salary was less than 12 Step 1 and the system set their To Basic Pay to the minimum of the pay band, make the necessary adjustments to the To salary fields
GS/GM-14	Any Pay Schedule		Level 02	Established as default conversion rule
GS/GM-14	Any Pay Schedule	If position meets criteria for Pay Band Level 03 (Supervisory and Non-Supervisory)	Level 03	User will have to overwrite default value for the Pay Band. If New Basic Pay is less than the minimum amount of the Pay Band, users will have to adjust To salaries accordingly.
NH-II	YA, YD		YA-02, YD-02,	Established as default conversion rule
NH-IV	Any Pay Schedule		Level 02	Established as default conversion rule
NH-IV	Any Pay Schedule	If position meets criteria for Pay Band Level 03 (Supervisory and Non-Supervisory)	Level 03	User will have to overwrite default value for the Pay Band. If New Basic Pay is less than the minimum amount of the Pay Band, users will have to adjust To salaries accordingly.

CONVERSION PAY SETTING GUIDANCE

March 20, 2006

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GM EMPLOYEES

To Calculate Pro-Rated WGI Buy-In Amounts:

STEP		
1	Determine the 'GM Step' value	Compare the employee's basic salary against the GS-13, GS-14 or GS-15 0000 Pay Table and set the derived GM step. For example: if salary is equal to or greater than GS-13 step 8 but is less than GS-13 step 9, set the GM step to 08. This variable will determine the employee's waiting period.
2	Determine the WGI Increment Amount	Subtract step 01 of the Position Pay Table from Step 10 of the Position Pay Table and divide by 9. <i>Exception: If the employee's From Basic Pay exceeds Step 09 of the Position Pay Table but is less than Step 10, derive the WGI Increment amount by subtracting the employee's From Basic Pay from the Step 10 amount.</i>
3	Determine the Daily WGI Increment Amount	If GM Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if GM Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if GM Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	Calculate the Number of Days in the Waiting Period	Compute the number of calendar days between the Date Last Equivalent Increase and the effective date of the conversion.
5	Compute the WGI Buy-in Increase Amount	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. <i>Note: If the resulting amount is not whole dollars, round up to the nearest dollar.</i>

To Calculate Basic Pay for Employees Not on Pay Retention or Special Salary Rate (PRD = 0) At Time of Conversion:

STEP	IF	THEN
1	Authorized WGI Buy-In Amount	Add WGI Buy-in Increase Amount to From Basic Pay Set to set new Basic Pay
2	Not authorized WGI Buy-In Amount	From Basic Pay becomes new Basic Pay



To Calculate Basic Pay for Employees on Special Salary Rate (PRD = 6) And Not on Pay Retention at Time of Conversion:

STEP		
1	Determine New Adjusted Basic Pay	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay (this becomes the new Adjusted Basic Pay)
2a	Determine Reallocated Basic Pay	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then: New Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)
2b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then: New Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)
<i>Note: When computing Reallocated Basic Pay, round up to the nearest whole dollar</i>		
<i>Note: Pay Rate Determinant is set to 0</i>		

To Calculate Basic Pay for Employees on Pay Retention (PRD = 2, 3, J or K) At the Time of Conversion:

STEP		
1a	Determine Reallocated Basic Pay	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)
1b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:



STEP		
		Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)
<i>Note: If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4 else Pay Rate Determinant is set to 0.</i>		
<i>Note: Resulting amount is rounded up.</i>		



GS/GG Employees Whose PRD = 0, 5, 6 or 7
(See FIGURE 1)

To Calculate Pro-Rated WGI Buy-In Amounts:

STEP		
1	Determine the 'New Step' Value	Derive the New Step referenced below by adding 1 to the employee's From Step
2a	Determine the WGI Increment Amount	If position Pay Table ID is equal to 0000 or 0491, determine the WGI Increment by subtracting the Pay Table value associated with the employee's From Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step. Go to Step 3.
2b	Determine WGI Increment Amount	If position Pay Table ID is not equal to 0000 or 0491, determine the WGI Increment as follows:
2b(1)		<input type="checkbox"/> If the Pay Table associated with the From position does not contains a value for the From Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		<input type="checkbox"/> If the Pay Table associated with the From position does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		<input type="checkbox"/> If the Pay Table associated with the From position contains a value for both the From Step and the New Step: <ol style="list-style-type: none"> Lookup the special rate amount for the Pay Plan, Grade and New Step from the position Pay Table. Lookup the basic rate for the Pay Plan, Grade, and New Step on the 0000 Pay Table. Multiply that basic rate from step b above by the authorized locality percentage for the duty station. Add the locality amount to the basic rate from step b above to derive the Locality Rate. Compare the special rate from step a above to the Locality Rate from step d

STEP		
		<p>above.</p> <p>f. If the Locality Rate is higher, subtract the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step <i>else</i> subtract the position Pay Table value associated with the employee's From Pay Plan, Grade and Step from the position Pay Table value associated with the New Step.</p>
3	Determine the Daily WGI Increment Amount	<p>If employee's Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if employee's Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.</p>
4	Calculate the Number of Days in the Waiting Period	<p>Compute the number of calendar days between the Date Last Equivalent Increase and the effective date of the conversion.</p>
5	Compute the WGI Buy-in Increase Amount	<p>Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount.</p> <p><i>Note: If the resulting amount is not whole dollars, round up to the nearest dollar.</i></p>

To Calculate Basic Pay for Employees Not on Pay Retention or Special Salary Rate (PRD equals 0 or 7) At Time of Conversion:

STEP		
1	Determine New Basic Pay	<p>Add WGI Buy-in Increase Amount to From Basic Pay Set <i>else</i> From Basic Pay becomes the new Basic Pay</p>

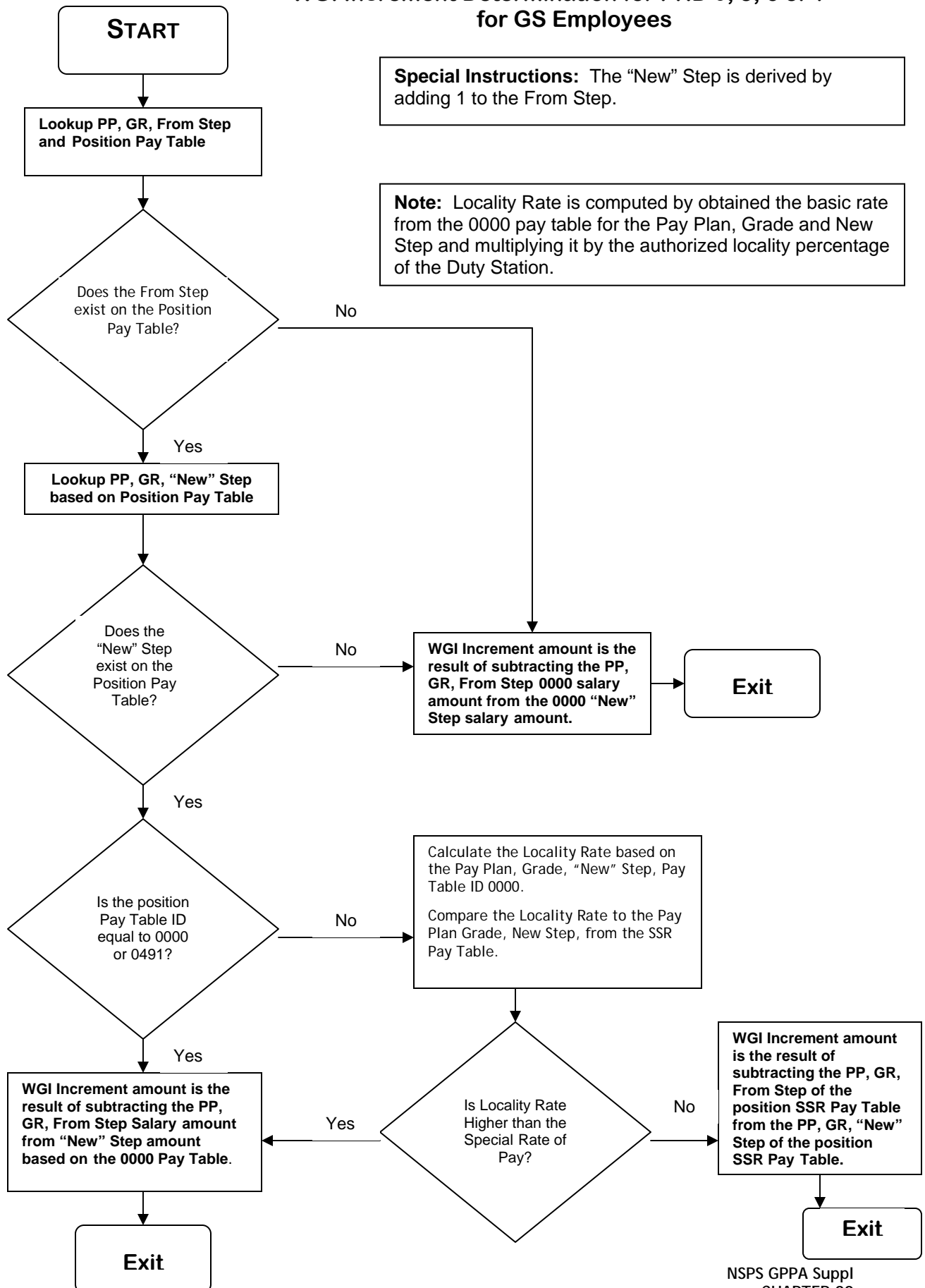


To Calculate Basic Pay for Employees Not on Pay Retention and Are on Special Salary Rate (PRD = 5 or 6) At Time of Conversion:

STEP		
1	Determine New Adjusted Basic Pay	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay
2a	Determine Reallocated New Basic Pay	<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05- equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>
2b		<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>
<i>Note 1: When computing Reallocated Basic Pay, round up to the nearest whole dollar</i>		
<i>Note 2: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.</i>		
<i>Note 3: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.</i>		

FIGURE 1

**WGI Increment Determination for PRD 0, 5, 6 or 7
for GS Employees**





**GS/GG Employees whose PRD equals A, B, E or F
and Retained Pay Plan equals GS or GG
(See Figure 2)**

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	Determine the 'New Step' value	Derive the New Step referenced below by adding 1 to the employee's Retained Step.
2a	Determine the WGI Increment Amount	If Retained Pay Table ID is equal to 0000 or 0491, determine the WGI Increment by subtracting the Pay Table value associated with the employee's Retained Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step.
2b	Determine the WGI Increment Amount	If Retained Pay Table ID is not equal to 0000 or 0491, determine the WGI Increment as follows:
2b(1)		<input type="checkbox"/> If the Retained Pay Table does not contains a value for the From Retained Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		<input type="checkbox"/> If the Retained Pay Table does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		<input type="checkbox"/> If the Retained Pay Table contains a value for both the Retained Step and the New Step, determine the WGI Increment as follows: a. Lookup the special rate amount for the Retained Pay Plan, Retained Grade and New Step from the Retained Pay Table. b. Lookup the basic rate for the Retained Pay Plan, Grade, and New Step on the 0000 Pay Table. c. Multiply the basic rate step b above by the authorized locality percentage for the duty station. d. Add the locality amount from step c above to the basic rate from step b above to derive the Locality Rate. e. Compare the special rate from step a above to the Locality Rate from step d above. f. If the Locality Rate is higher, subtract the

STEP		
		0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step <i>else</i> subtract the Retained Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the Retained Pay Table value associated with the New Step.
3	Determine the Daily WGI Increment Amount	If employee's Retained Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if employee's Retained Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Retained Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	Calculate the Number of Days in the Waiting Period	Compute the number of calendar days between the Date Last Equivalent Increase and the effective date of the conversion.
5	Compute the WGI Buy-in Increase Amount	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. <i>Note: If the resulting amount is not whole dollars, round up to the nearest dollar.</i>

To Calculate Basic Pay for Employees Not on Pay Retention or Special Salary Rate (PRD = A or B) At Time of Conversion:

STEP		
1	Determine New Basic Pay	Add WGI Buy-in Increase Amount to From Basic Pay Set <i>else</i> From Basic Pay becomes the new Basic Pay
<i>Note: If new Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4 else Pay Rate Determinant is set to 0.</i>		

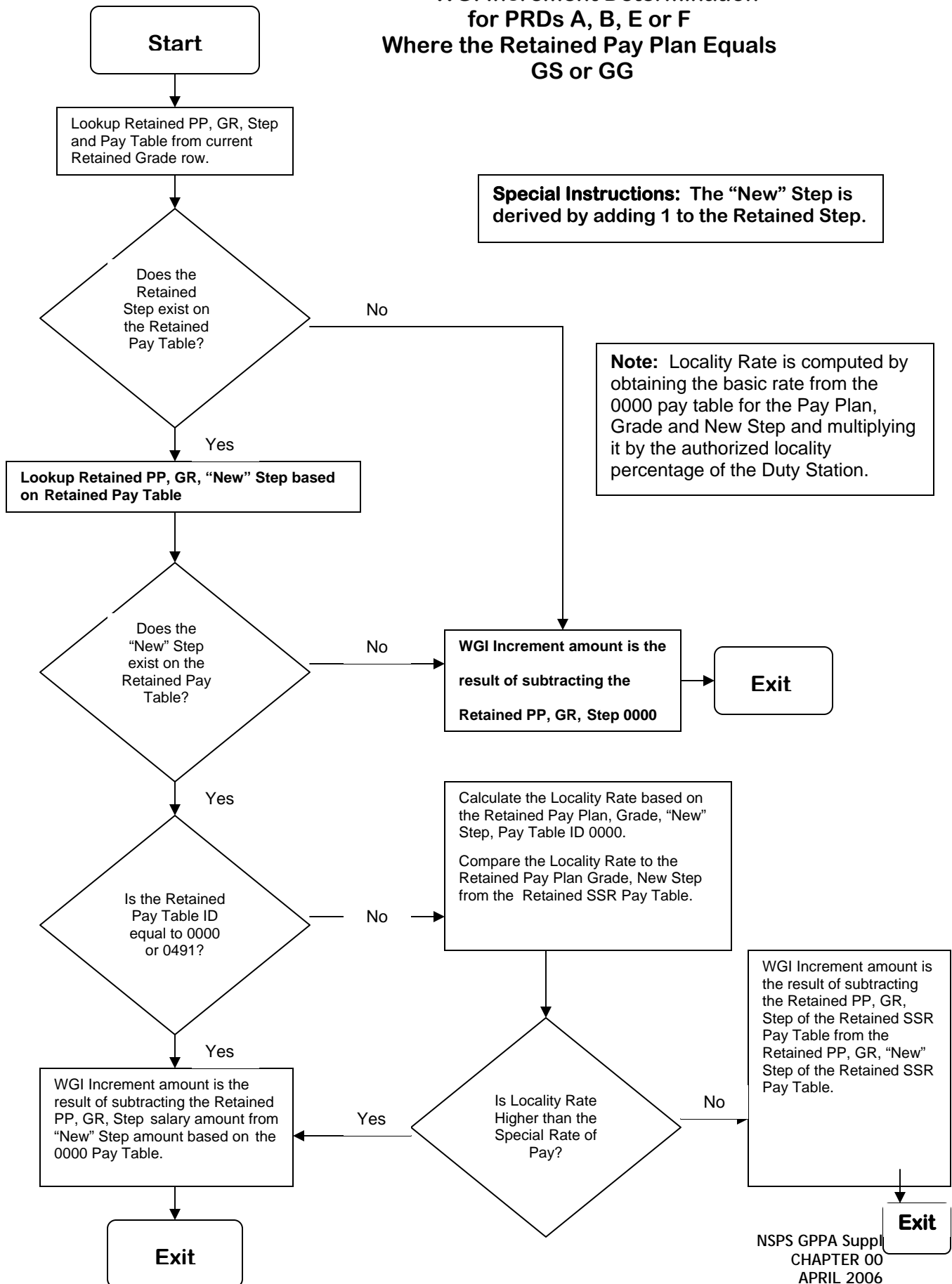


To Set Basic Pay for Employees Not on Pay Retention or Special Salary Rate (PRD =E or F) At Time of Conversion:

STEP		
1	Determine New Adjusted Basic Pay	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay Set
2a	Determine Reallocated New Basic Pay	<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>
2b		<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>
<i>Note 1: When computing Reallocated Basic Pay, round up to the nearest whole dollar</i>		
<i>Note 2: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.</i>		
<i>Note 3: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.</i>		

Figure 2

**WGI Increment Determination
for PRDs A, B, E or F
Where the Retained Pay Plan Equals
GS or GG**





**GS Employees Whose PRD Equals A or B
and Retained Pay Plan equals WD, WG, WL, WN or WS
(See Figure 3)**

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	Determine the 'New Step' value	Derive the New Step referenced below by adding 1 to the employee's Retained Step,
2	Determine the WGI Increment Amount	Subtracting the Pay Table value associated with the employee's Retained Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step.
3	Determine the Daily WGI Increment Amount	Multiply WGI Increment Amount from Step 2 by 8. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	Calculate the Number of Days in the Waiting Period	Compute the number of calendar days between the Date Last Equivalent Increase and the effective date of the conversion.
5	Compute the WGI Buy-in Increase Amount	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. <i>Note: Do not round up.</i>

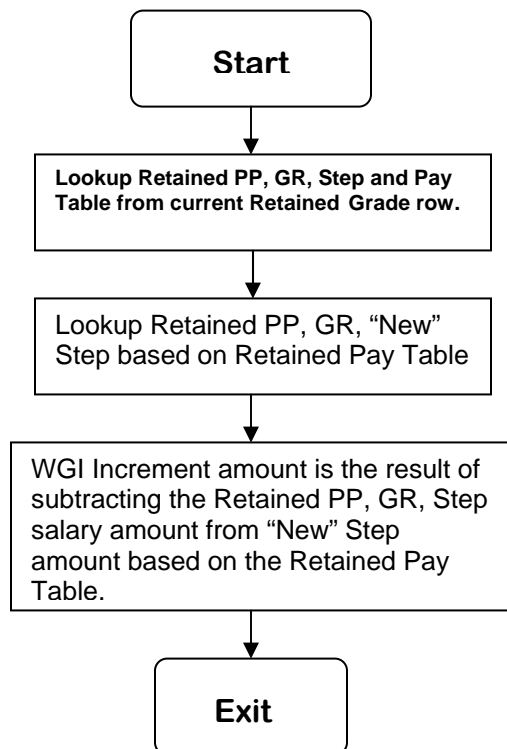
To Calculate Basic Pay for Employees (PRD=A or B) and Retained Pay Plan Equals WD, WG, WL, WN or WS At Time of Conversion:

STEP		
1	Calculate Annualized Basic Salary	Compute employee's annual basic salary by multiplying the hourly From Pay by 2087
2	Determine New Adjusted Basic Pay	Add WGI Buy-in Increase Amount to Annualized Basic Pay. <i>Note: If resulting amount is not whole dollars, round up to the nearest whole dollar.</i>
3a	Determine Reallocated New Basic Pay	<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>

3b		<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. $55555 / 1.1252 = 49373.444 = 49374$)</p>
<p><i>Note 1: When computing Reallocated Basic Pay, round up to the nearest whole dollar</i></p> <p><i>Note 2: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.</i></p> <p><i>Note 3: If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.</i></p> <p><i>Note 4: If new Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4 else Pay Rate Determinant is set to 0.</i></p>		

Figure 2

**WGI Increment Determination
for PRDs A or B
Where the Retained Pay Plan Equals
WD, WG, WL, WN or WS**



Special Instructions: The "New" Step is derived by adding 1 to the Retained Step.

Note 1: The retained grade DDF can contain multiple rows of data; please ensure that the routine uses the row of data that has the maximum Retained Grade Date From and that the Retained Grade Date To is greater than the conversion effective date.

Example:

Employee is Perm GS-05 step 00, Pay Tbl 0000, PRD A, Retained WG-07 step 03, Pay Table W143:

Current WG-7/3 salary=21.40

Next Step WG-7/4 salary=22.23

Subtract 21.40 from 22.23 equals 0.83

WGI Increment equals 0.83



GS/GG Employees Whose PRD Equals 2, 3, J, K, R, U or V

To Calculate Basic Pay for Employees on Pay Retention (PRD = 2, 3, J, K or R) At the Time of Conversion:

STEP		
1a	Determine Reallocated New Basic Pay	<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)</p>
1b		<p>If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)</p>
<i>Note: If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is not equal to R, Pay Rate Determinant is set to 4 else Pay Rate Determinant is set to 0.</i>		
<i>Note: If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is equal to R, Pay Rate Determinant is set to R else Pay Rate Determinant is set to 0.</i>		
<i>Note: Resulting amount is rounded up.</i>		



To Set Basic Pay for Employees on Pay Retention (PRD = U or V) At the Time of Conversion:

STEP		
1a	Determine Reallocated New Basic Pay	<p>If the combination of the From Retained Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)</p>
1b		<p>If the combination of the From Retained Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location does not equal one of the combinations listed in Appendix D in CRT 05-39457-DoD, then:</p> <p>Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. $99999 / 1.1252 = 88872.2 = 88873$)</p>
<i>Note: If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4 else Pay Rate Determinant is set to 0.</i>		
<i>Note: Resulting amount is rounded up.</i>		



TO CALCULATE LOCAL MARKET SUPPLEMENTS

NSPS employees may be entitled to either a Standard or Targeted Local Market Supplement based on geographic location, occupational code, pay schedule and/or pay band.

If the combination of the From Position Pay Table ID or From Retained Pay Table ID (as applicable), To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location equals one of the combinations listed in Appendix D in CRT 05-39457-DoD, then compute the Local Market Supplement by multiplying the employee's To Basic Pay by the Targeted Local Market Supplement Percent listed in Appendix D in CRT 05-39457-DoD.

Else

Multiply the employee's new Basic Pay by the Locality Percentage of the Locality Pay Area.

TO CALCULATE ADJUSTED BASIC PAY

Add the new Local Market Supplement to the new Basic Pay in paragraph 2.

PAY CAPS FOR BASIC PAY, LOCAL MARKET SUPPLEMENT AND ADJUSTED BASIC PAY

Pay caps will be applied to the new Basic Pay, new Local Market Supplement and new Adjusted Basic Pay as follows.

R U L E	If	And	And To PRD equals:	Then:	Exception
1	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YA, YB, YC, YD, YE, YF, YH, YI, YK, YL, YM, YN	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
2	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YJ AND To Pay Band equals 01, 02, or 03	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
3	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YG	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
4	New Basic Pay exceeds	New Pay Schedule equals YJ AND To Pay	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.

R U L E	If	And	And To PRD equals:	Then:	Exception
	Maximum of Pay Band	Band equals 04			
5	New Adjusted Basic Pay exceeds EX-04 plus 5 percent (rounded down)	New Pay Schedule equals YA, YB, YC, YD, YE, YF, YH, YI, YK, YL, YM, YN	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals EX-04 plus 5 percent (rounded down).	N/A
6	New Adjusted Basic Pay exceeds EX-04 plus 5 percent (rounded down)	New Pay Schedule equals YJ AND To Pay Band equals 01, 02, or 03	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals EX-04 plus 5 percent (rounded down).	N/A
7	New Adjusted Basic Pay exceeds VM-00	New Pay Schedule equals YG	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals VM-00	N/A
8	New Adjusted Basic Pay exceeds VM-00	New Pay Schedule equals YJ and to Pay Band equals 04	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the	N/A



R U L E	If	And	And To PRD equals:	Then:	Exception
				reduced Local Market Supplement equals VM-00	

TO CALCULATE OTHER PAY AND TOTAL PAY

'Other Pay' such as Availability Pay will need to be recalculated based on current rules. The new Adjusted Basic Pay and new Other Pay are added together to derive the new Total Salary. **Note:** AUO is not applicable to NSPS and must not be included in the computation of Other Pay.

PAY CAP FOR TOTAL PAY

Apply pay caps as follows:

R U L E	If	Pay Cap Limitation	Action	Exception
1	New Total Salary and New Occupational Code not equal to 0602 or 0680	Exceeds EX-01	Set New Total Salary to EX-01 salary.	Physicians/Dentists
2	New Occupational Code equals 0602 or 0680 and To Total Salary	Exceeds the President's salary (VX-00)	Set New Total Salary to President's salary (VX-00)	

Determining the Last Equivalent Increase

When an employee moves out of an NSPS position to a GS/FWS position, a determination will need to be made regarding which NSPS event resulted in a "last equivalent increase" for that individual. The date of that event and the amount of the increase must be provided to the gaining agency. The determination of the last equivalent increase is based on information found at 5 CFR 531.407 [May 31, 2005, 70 FR 31302].

The following NSPS events are considered to be an equivalent increase:

1. A promotion to a higher band, excluding a temporary promotion that is later cancelled;
2. Any within-band increase other than a rate range increase under 5 CFR 9901.323, including:
 - a performance pay increase under 5 CFR 9901.342;
 - a special within-band increase under 5 CFR 9901.344;
 - a developmental pay increase under 5 CFR 9901.345;
 - a reassignment increase under 5 CFR 9901.352 upon reassignment to a position within the same band (i.e., excluding reassignment to a comparable band, since that band is in a different NSPS pay schedule with its own basic pay schedule);
 - an increase (if any) under 5 CFR 9901.354 provided after a reduction in band in the same pay schedule (i.e., excluding movement to a lower band in a different pay schedule); or
 - a one-time pay adjustment upon conversion to NSPS under 5 CFR 9901.373(e) (e.g., a WGI buyout).
3. A zero increase at the time of an opportunity for an increase, which would include the following:
 - A zero performance pay increase under 5 CFR 9901.342, excluding employees who do not have an opportunity for an increase because their rate equals or exceeds a range maximum or because pay for the employee's position is capped by a control point;
 - A zero developmental pay increase under 5 CFR 9901.345, if there is a fixed schedule for receiving such an increase;
 - A zero pay adjustment (WGI buyout) upon conversion to NSPS under 9901.373(e), if the zero adjustment was based on the employee being rated below an acceptable level of competence (as defined in 5 CFR part 531, subpart D), as required by NSPS implementing issuances in SC1911.4.5.1.

The receipt of a local market supplement adjustment is not considered an equivalent increase.